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SECURITY INFORMATION

Chief, Map Library Division, OMR

26 October 1953

Chief, Cartography Division, OMR

Control of distribution of maps produced by the Cartography Division

1. This memorandum will attempt to formalize the control of the distribution of maps produced by the Cartography Division and reflects the system currently in effect on an informal basis.

2. The trial period just completed, during which time this system was practiced, has convinced the persons concerned with the problem that it does represent a marked improvement over previous regulations; primarily, by designating the correct control at the time the map is initiated in such a way that it can remain in effect more or less permanently, thereby eliminating the need for constant change and resultant possibility of errors.

3. Basically, the system is as follows:

a. At the time the map is initiated in the Cartography Division, the type of distributional control is indicated on the Cover Sheet which is then made available in the Map Library and will constitute the official distribution designation.

b. The 3 types of control are: UNLIMITED, LIMITED ON DEMAND, or LIMITED.

c. In the event the distributional control category needs to be changed after its initiation, such will be reported to the Map Library Division by official memorandum from the Cartography Division.

d. The details of the 3 categories of distribution are as follows:

(1). UNLIMITED. Distribution will be made to the original requester immediately. Upon receipt of "O.K. for distribution", the map will be centered on the proper accession list, will be catalogued, catalogue cards will be distributed, and the map placed in automatic distribution.

DOCUMENT NO. 7
NO CHANGE IN CLASS ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 18 Jan 80 REVIEWER: 018557

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(2). **LIMITED ON DEMAND.** Distribution to the original requester immediately. Upon receipt of the "O.K. for distribution", the map will be entered on the proper accession list, will be catalogued, catalogue cards will be distributed, but the map will not be put on automatic distribution. (The catalogue cards should be marked accordingly.) The Reference Desk is permitted to distribute this type of map upon request under regular security regulations without prior approval of the Chief of the Cartography Division. In the event the request is for more than 10 copies, approval is to be secured from the Chief of the Cartography Division.

(3). **LIMITED.** Distribution to the original requester immediately. Upon receipt of the "O.K. for distribution", the map may be catalogued for internal library use only. This type of map, however, is not to be entered on the accession list, catalogue cards are not to be distributed, and distribution, except as noted above, should be made only with prior approval of the Chief of the Cartography Division.

e. It should be noted that maps carrying the designation "U. S. OFFICIALS ONLY" require the obvious additional control irrespective of the category under which they are listed.

4. It is suggested that the Map Library Division in the most practical manner feasible, caution recipients of all **LIMITED** and **LIMITED ON DEMAND** maps that such items are not for general distribution but are for the recipients' use only.

5. Specific regulations covering the distribution of maps to other agencies in the U. S. Government and to [REDACTED] are not included in this memorandum and should be the subject of additional study and separate memoranda.

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[REDACTED]

RJV:hjm

cc: B/OL - 5
CH/G - 1
D/CC - 2

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